

# Request For Quotation/ Invitation To Bid Issued by State of Indiana

**OPEN**

**Vendor** 9999999999  
**Remit to:** PUBLIC NOTICE TO VENDORS  
STATE OF INDIANA  
DEPARTMENT OF ADMINISTRATION IN

**Name&Address of Vendor:** 9999999999  
PUBLIC NOTICE TO VENDORS  
STATE OF INDIANA  
DEPARTMENT OF ADMINISTRATION IN

<b>RFQ/ITB</b> <b>ASA-10-031</b>	<b>Date</b> <b>01/13/2010</b>	<b>Delivery Date</b> <b>03/01/2010</b>	<b>Page</b> <b>1 of 4</b>
<b>Fund/Object/Center:</b>			
<b>Dept Number:</b>			
<b>Project Number:</b>			
<b>Requisition No:</b>			
<b>Buyer:</b>		<b>TDEATON</b>	
<b>Reporting Code:</b>			
<b>Federal ID:</b>			
<b>Agency Number:</b>		<b>00061</b>	
<b>Facility:</b>		<b>Various locations State Wide</b>	

**Ship To:** Various Agencies  
Various Locations - See Comments

Please Follow Instructions Included in Solicitation Package  
Must be returned by(time and date): **02/04/2010 15:00:00**  
Request Information from Buyer listed in Box in Upper Right Corner

**\*\*NOTICE:** All prices are assumed valid for ninety (90) days from Quotation opening date unless otherwise noted.

Line	Quantity	UOM	Item No/Description	(FOB Destination)	Unit Price	Extended Amt
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This is a request to establish a Quantity Purchase Agreement for 16' Jon Boats and Accessories specifically for Department of Natural Resources to begin April 1, 2010 or from date of last State signature, whichever is later, and end March 31, 2011 or one year after the State's last signature, whichever is later. QPA can be mutually renewed yearly for three additional years under the same terms and conditions. Renewals subject to the approval of the Department of Administration and the State Budget Agency. Total term of this agreement including all renewals, shall not exceed four years.

Supply the name and phone number of the contact for placing orders:  
Name: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Fax: \_\_\_\_\_

The vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration date, but issued prior to the expiration date, and postmarked no later than 14 business days after the QPA's expiration date.

Quantities are estimates, could be more or less AND COULD BE SHIPPED TO ANY STATE AGENCY WITHIN THE STATE OF INDIANA. PLEASE BID ACCORDINGLY.

The State of Indiana has implemented an Electronic Procurement (E-Procurement) system which is an internet based system allowing State of Indiana agencies to place electronic orders with vendors through electronic catalogs resulting from a conventional procurement method.

As a part of making this system operational, the information that is being requested on each line item is a requirement, not an option. Failure to complete/supply the requested information when you submit your offer/bid could result in your offer/bid being found non-responsive.

The manufacture name and manufacturer part # is where you identify the manufacturer and part number of the product you are offering/bidding.

The M/WBE requirement is asking you to identify if that particular line item is supplied by Minority or Women Owned firm. The values to use are as follows:

Minority = M

Women = W

No = N

The awarded vendor must maintain, at a minimum the information listed below in excel format and supplied to the State within one week of the request.

The report must include purchases from State Agencies and any Political Subdivision's purchases.

- \* Entity Name
- \* Entity Address
- \* Date of Order
- \* Purchase Order Number
- \* Description of Goods Ordered
- \* Quantity
- \* Order Total

All companies desiring to do business with state agencies must complete an "Indiana Economic Impact" form. The form asks for, among other information:

- a. The amount of the contract that is being allocated for payroll and benefits to Indiana residents
- b. The amount that is being awarded to Indiana subcontractors and suppliers
- c. The amount that is being subcontracted to Indiana certified minority and women owned businesses

The collection and recognition of the information collected with the Indiana Economic Impact form places a strong

**SF#23348(R13/8-02) Electronic Version-Approved by SBA,2002**

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emphasis on the economic impact a project will have on Indiana and its residents regardless of where a business is located. The collection of this information does not restrict any company or firm from doing business with the state.						

ATTENTION - New requirements. Prior to award of this solicitation your business must register as a bidder at [www.buyindiana.in.gov](http://www.buyindiana.in.gov). Just click on "Register your Business to do business with the State" Please be sure to complete the Buy Indiana certification page. It is preferred that businesses register immediately so that delay of solicitation award would not occur. This registration is maintained by you and you may update your information at any time. It remains in the database and covers all solicitation responses you submit to any state agency. It is very important that it be kept current. If you do not have access to a computer, you may call 317-234-0234 for assistance with your registration.

NOTICE TO INDIANA SMALL BUSINESS BIDDERS

The vendor assures that if they are receiving this award based on the Indiana Small Business Preference that the vendor will be performing a minimum of 80% of the work involved with their own forces. This contract is not assignable either in whole or in part, nor shall it be subcontracted after award without the State's prior written consent.

By signing the certification page of the solicitation package you are certifying adherence to all bid requirements as well as the above notice.

If the M/WBE participation level will exceed or fail to meet the goals outlined in the contractor's proposal, you must notify the M/WBE office immediately at [MWDBE@idoa.in.gov](mailto:MWDBE@idoa.in.gov). In the event that the contractor fails to report changes in participation attainment, demonstrate a good faith effort to reach the participation goals, pay the MBE and WBE in a timely manner or satisfactorily resolve any outstanding claims, the department may elect to withhold a disputed amount from the payments due to the contractor, suspend or terminate the contract, recommend suspension of the contractor's certification status with the public works division, and/or suspend, revoke, or deny the MBE or WBE certification and eligibility to participate in the MBE or WBE program per (25 IAC 5-7-8). After issuance of the Quantity Purchase Agreement to the awarded vendor, Indiana Department of Administration, Procurement Division must be notified of any changes to the original award within twenty-four (24) hours. Vendor must be able to allow Multiple Delivery on one QPA Release.

This is a request to establish a Quantity Purchase Agreement for 16' Jon Boats and Accessories specifically for Department of Natural Resources to begin April 1, 2010 or from date of last State signature, whichever is later, and end March 31, 2011 or one year after the State's last signature, whichever is later. QPA can be mutually renewed yearly for three additional years under the same terms and conditions. Renewals subject to the approval of the Department of Administration and the State Budget Agency. Total term of this agreement including all renewals, shall not exceed four years.

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- \* Entity Address
- \* Date of Order
- \* Purchase Order Number
- \* Description of Goods Ordered
- \* Quantity
- \* Order Total

As required by IC 4-13-2-14.8:

Notwithstanding any other law, rule, or custom, a person or company whom has a contract with the State or submits invoices to the state for payment shall authorize in writing the direct deposit by electronic funds transfer of all payments by the state to the person or company. The written authorization must designate a financial institution and an account number to which all payments are to be credit.

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The vendor assures that if they are receiving this award based on the Indiana Small Business Preference that the vendor will be performing a minimum of 80% of the work involved with their own forces. This contract is not assignable either in whole or in part, nor shall it be subcontracted after award without the State's prior written consent.

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After issuance of the Quantity Purchase Agreement to the awarded vendor any changes to the original award must be reported to the IDOA buyer within twenty-four (24) hours.

1	18.00	EA	000000000100048584	Jon Boat, 16' with 50 hp motor and trailer
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Manufacture Name \_\_\_\_\_

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	M/WBE _____					

The following UN/CEFACT Unit of Measure  
Common Codes are used in this document:  
EA Each

<p>To be valid, all Quotations/Bids must be Signed manually.</p> <p>The State of Indiana reserves the right to accept or reject whole or any part of, the foregoing Quotation/Bid.</p>	Representative Signature certifies no quotation/bid on this request has been submitted by officers, representatives or an affiliate of this firm under another name.		When can you ship?
	Please correct above Address	Typed Name of Representative	Telephone Number ( )
		Title of Representative	Date of Quotation